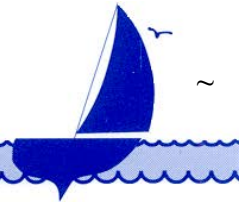




City of Des Moines, Washington  
**JOB DESCRIPTION**



**OFFICE ATTENDANT III**

Temporary, Full-time

**Salary Grade:** EH-3

**FLSA Status:** Overtime Eligible

**Union Status:**

Non-represented

**EEO Category:**

Administrative Support

**Nature of Work**

Under the direct supervision of the Court Administrator, this position performs clerical and administrative duties in support of the Court Administrator and the Municipal Court Judge.

**Essential Functions**

- Performs a variety of clerical duties involving organizing and maintaining court documents and files.
- Prepares court files to be scanned, scans documents, and indexes scanned documents in DOC records system.
- Operates standard office equipment including but not limited to computers and copy/scanner.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

**Necessary Knowledge, Skills, and Abilities**

Knowledge of:

- Standard office clerical and secretarial practices and procedures including filing systems, records management, business correspondence and general administrative business practices.
- Procedures, work practices, forms and documents associated with secretarial responsibilities to commissions, boards and governmental agencies.
- Correct English usage including grammar, spelling and vocabulary covering common administrative terminology.
- Use of standard office equipment, including utilizing word processing and spreadsheet software, and peripheral equipment such as facsimile copiers and printers.
- Communication business practices including electronic, telephone or direct public contact.
- Proficient use of Microsoft Office Suite including Word, Excel, and PowerPoint.

Ability to:

- Read, interpret and follow rules, regulations, policies and procedures.

- Exercise discretion and sound judgment in coordinating, organizing, prioritizing, and performing the work assigned.
- Follow directions, instructions and protocol in the course of duties assigned.
- Utilize computers, databases and related software and automated equipment, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate effectively both orally and in writing.
- Read, understand, write, and speak English.
- Demonstrate strong organizational skills.
- Operate a variety of modern office equipment, computers and peripheral equipment to enter, access and print a variety of data.
- Establish and maintain effective working relationships with other employees and the general public.
- Communicate effectively verbally and in writing in a professional manner using tact, discretion and courtesy.
- Follow written and/or verbal instructions.
- Compile and maintain records.

### **Education and Experience Requirements**

- High school diploma or GED.
- One year of court related clerical experience or equivalent.
- Demonstrated proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- Demonstrated proficiency with JIS.

### **Special Requirements**

- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Work is performed in an office and front counter setting. Duties require the ability to use written and oral communication skills; read and interpret data, information and documents; work under strict deadlines; and interact with City staff, the public and others encountered in the course of work.
- Primary duties require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Duties require the ability to see in the normal visual range with or without correction and hear in the normal audio range with or without correction.

### **Extra-Hire Employment**

- The City defines an “extra-hire employee” as one who is appointed to a position that is not eligible for benefits except those mandated by law or regulations, such as Social Security

and workers' compensation insurance. Such extra-hire positions include temporary, full-time positions.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established December 2015.